



JOB DESCRIPTION

Position Title: **Principal Coordinator**

Working Area: **Signs/Markings**

Class Code: 4911

Exempt

EEO Code: 02

Effective Date: August 30, 2002

Major Function

Technical, supervisory, and administrative work coordinating the day-to-day operation of the County's signs and pavement marking programs.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Plans operational schedules and assigns work priorities to staff assigned to sign/markings section. Provides supervision to personnel assigned to the sign production shop.

Establishes and maintains standards for the County's traffic sign and pavement markings program. Maintains inventory records of County roadway signs and pavement markings.

Makes periodic field inspections of existing or potential sign locations and roadway markings. Recommends modifications, improvement, update, or installation of signs to the Traffic Engineer.

Initiates and effectively recommends to the Traffic Engineer, for final approval by the Department Director for hiring, terminations, performance evaluations, disciplinary and commendatory actions for assigned personnel.

Reviews plans for signs and pavement markings, to ensure that Florida Department of Transportation requirements are met.

Provides training to assigned personnel with regard to equipment operation, safety, procedures and Florida Department of Transportation standards.

Represents the County in meetings with various organizations and contractors. Attends pre-construction conferences to ensure contract specifications for roadway signs and markings are met. Serves as a liaison for the County with other governmental agencies.

Coordinates the sign/markings contract for Seminole County.

Responds to customer concerns for safety.

Performs other duties as assigned or as may be necessary.



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Minimum Qualifications

Extensive knowledge of the equipment, tools and materials used in the production, installation and/or maintenance of traffic signs and roadway markings. Extensive knowledge of supervisory and administrative practices. Extensive knowledge of traffic and highway safety rules and regulations, and effective precautionary measures to avoid accidents. Extensive knowledge of standard specifications, roadway and traffic design standards. Thorough knowledge of the Manual of Uniform Traffic Control Devices (MUTCD).

Ability to read and work from engineering plans and work sketches as necessary. Ability to plan and supervise the work of assigned staff. Ability to communicate effectively both orally and in writing. Ability to make presentations before large and small groups. Ability to maintain accurate inventory and work data records. Ability to respond to questions from groups, managers, clients, elected officials, other governmental agencies and the general public. Ability to use a personal computer and associated software.

Associates Degree and five (5) years work experience in the Traffic Engineering field in the production of signs, roadway markings and contract administration. Two (2) years of experience must have been in a supervisory position.

Must possess and maintain a valid Florida Driver's License.

Must possess or obtain within six (6) months of employment, certification in "Work Zone Safety" from IMSA or ATSSA, as required by the division.

Must possess an IMSA Level II Signs/Markings Certificate.

Must possess or obtain with twelve (12) months of employment, an IMSA Level III Signs/Markings Certificate.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position includes both work performed in an office environment and in a field setting. Typical work assignments would include duties that require sitting at a desk, table or workstation, standing for prolonged periods of time, and walking through construction zones. Incumbents in this classification are occasionally exposed to outside weather conditions and inclement weather. Incumbents in this classification may be exposed to shop noise.

